

Academic Year Reminders for 2013 ^[1]

August 1, 2013 by [Employee and Information Services](#) ^[2]

- Salary uploads for academic year faculty members were processed on Aug. 2.
- Double check academic year faculty salary amounts in HRMS.
- Confirm that your new academic year faculty members have selected a compensation payment preference (paid over nine or 12 months). The default is payment over nine months. Employees need to be aware of their selection (or default).
- Remind employees to update their addresses and emergency contacts by using the self-service features in the employee portal.
- Let new employees know when they will receive their first paycheck.
- Provide new employees with these helpful website resource links: New Employee Toolbox - <http://www.cusys.edu/pbs/newempl.html> ^[3] Payroll Due Date Schedule - <http://www.cusys.edu/pbs/payroll/resources/dates.html> ^[4]

Faculty salary election information (paid over 9 or 12 months) - <https://www.cusys.edu/pbs/payroll/groups/ay-appointments.html> ^[5]

- Request that employees returning from a break in service and all new employees provide original W-4 and direct deposit forms. The most efficient way to do so is through the CU Resources tab on the portal. Or have forms delivered or mailed to Employee Services without delay. Faxes are not accepted.

Terminated employees who are being reactivated also must submit new W-4 and direct deposit forms.

[academic year](#) ^[6], [reminders](#) ^[7]

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Academic Year Reminder for 2013

Source URL: <https://www.cu.edu/blog/hcm-community/academic-year-reminders-2013>

Links

[1] <https://www.cu.edu/blog/hcm-community/academic-year-reminders-2013>

[2] <https://www.cu.edu/blog/hcm-community/author/23>

[3] <http://www.cusys.edu/pbs/newempl.html>

[4] <http://www.cusys.edu/pbs/payroll/resources/dates.html>

[5] <https://www.cusys.edu/pbs/payroll/groups/ay-appointments.html>

[6] <https://www.cu.edu/blog/hcm-community/tag/academic-year>

[7] <https://www.cu.edu/blog/hcm-community/tag/reminders>